



JOB DESCRIPTION

Position Title: **Lead Inspector**

Working Area: **Building Inspection**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical work inspecting all building projects in the unincorporated areas of Seminole County in accordance with applicable County and State Building Codes.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Performs timely inspection of new and existing buildings to ensure their structural safety. Investigates complaints and issues notices of non-compliance with existing building codes. Completes Inspector's Daily Activity Log. Reviews technical reports pertaining to building projects.

Advises supervisory personnel of any field conditions, which are potentially hazardous and/or controversial.

Provides direction and/or technical assistance to contractors and property owners on building projects. Cross-trains with fire safety inspection staff to become proficient in performing fire safety inspections.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Through knowledge and training in the methods utilized in building construction, inspection, and in the examination of plans and drawings. Through knowledge of the State of Florida Minimum building Codes.

Ability to work effectively with the general public, building trades, and other County Departments. Must have the ability to communicate effectively both orally and in writing.

Must possess good customer service skills.

High School Diploma or GED and five (5) years experience as a building inspector, building contractor, engineer, architect, or as a construction superintendent.

Must possess certification as a Building Inspector as defined by Florida Statute 468, or must obtain standard certification within twelve (12) months of employment. Must Maintain certification as defined by Florida Statute 468.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to

climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.